

MINIMUM "SMALL CELL" RIGHT-OF-WAY EXCAVATION PERMIT
APPLICATION REQUIREMENTS
"FULL KIT" CHECK LIST
March 31, 2021

The following list is comprised of items that the Permit Section will verify to be included within CoC 903 Right-of-Way (R/W) Excavation Permit applications that are associated with proposed small cell antenna installations received after March 31st, 2021. Applications found to missing any of these critical items will be rejected, and the applicant notified of the additional information that they will need to provide before further permit processing of their permit application will occur.

- Complete CoC 903 (R/W) Excavation Permit Application – Permit applications are to be submitted via the City’s permitting portal at <https://portal.columbus.gov/permits/>.
- Certified Address Plat Issued by the City’s Map Room – Certified Addresses may be obtained through the City’s Map Room at <https://www.columbus.gov/bzs/map-room/>.
- Plans designed in accordance with the City’s Design Guidelines for Small Cells, Wireless Support Structures & Associated Infrastructure, as well as the Department of Public Service’s Plan Routing Manual.
 - Project Title Sheet with a clearly distinguishable Site Location Map – This site location map should clearly delineate all proposed work locations and limits, with all street names being clearly legible
 - When roadways and/or sidewalks are impacted by proposed construction activities, a maintenance of traffic plan (vehicular and pedestrian) is required. This plan shall be prepared in accordance with maintenance of traffic standard drawings available within the Department of Public Service’s web site “Document Library”, and/or the Manual of Urban Traffic Control devices.
 - Street names and intersection(s) where work is proposed
 - The distance to the nearest intersections when there is no intersection included on the proposed plan
 - Scaled plan and profile view; minimum 1" = 40'. Must display the horizontal and vertical scale on each page
 - Bore, push, or open cut method of construction must be clearly stated
 - Notes indicating that any contractor performing excavation, including but not limited to disturbing the earth with powered or non-powered equipment, drilling and/or boring, shall cause notice to be given to the Ohio Utilities Protection Service (OUPS) now doing business as OHIO811 by calling 811 or 1-800-362-2764, or online at www.ohio811.org at least 48 hours but not more than 10 working days before excavating.
 - If “Please Waive Forestry Review” option is selected on the application, verify that adequate video or photographic evidence has been submitted. If yes, Forestry review is unnecessary. If no, route plans for forestry review.

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ADDITIONAL REQUIREMENTS FOR PROPOSED COLOCATION ON THE POLES OF
OTHERS.

- Copy of Colocation Agreement with Pole Owner
 - City of Columbus – the Division of Power (DOP) *Joint Use Agreement* is needed. Contact Don Gnaedinger DDGnaedinger@columbus.gov to initiate the agreement with the City of Columbus.
 - Other utility provider – If collocating to an AEP, AT&T, or another utility provider, their agreement will need to be provided. Applicant will need to contact their joint use representative.